

OTHER SERVICES OFFERED BY THE BUREAU OF MOTOR VEHICLES**CHAPTER A****VEHICLE TITLING AND REGISTRATION:**

1. **Motor Vehicle Certificates of Title:** A certificate of title is evidence of vehicle ownership. An Indiana resident who purchases a vehicle for use in Indiana must have it titled no later than thirty-one (31) days from the date of purchase. A delinquent fee will be assessed after thirty-one (31) days.
 - a. **Where To Obtain a Certificate of Title:** Persons may apply for a certificate of title at any license branch.
 - b. **Payment of Sales tax:** If the vehicle was not purchased from an Indiana licensed motor vehicle dealer, sales tax must be paid at the license branch based on the purchase price of the vehicle. If the vehicle was purchased from a dealer, the dealer will collect the sales tax at the time of sale.
 - c. **Required Documentation and Information:**
 - (i) **Assignment of Title by Seller:** An applicant for a new certificate of title must bring the certificate of title or certificate of origin (new vehicle) held by the seller showing that it has been assigned to the applicant.
 - (ii) **Odometer Statement:** Federal and State laws require an odometer statement be completed by the seller any time a vehicle's ownership is transferred. This statement is generally included on the certificate of title.
 - (iii) **Vehicles Titled in Another State:** If the title assigning a motor vehicle to the applicant was issued by another state, the purchaser must obtain a signed statement from a law enforcement officer or a license branch employee that the vehicle identification number ("VIN") on the out-of-state title is the same as the VIN found on the motor vehicle.
 - (iv) **Social Security Number or Federal Employer Identification Number:** For taxation and identification purposes Indiana law requires individuals to provide their social security number when titling a vehicle in Indiana. Companies must provide their federal employer identification number at time of application. A title transaction will not be processed without a social security number or federal employer identification number.

- (v) Requirements for New Residents: New residents to Indiana must title their vehicle(s) within sixty (60) days of becoming an Indiana resident. A new resident applicant must bring his or her title document from the previous state of residence and must obtain a statement from a law enforcement officer or license branch employee affirming that the VIN on the out-of-state title is the same as that found on the motor vehicle.

2. Motor Vehicle Registration and Plates: A vehicle must be properly registered and a current license plate affixed to the rear of the vehicle before it can be legally operated. The vehicle must be titled in the registrant's name before it can be registered and a plate issued.

a. How and Where To Register a Vehicle:

- (i) Newly-Purchased Vehicle: A newly-purchased vehicle must be registered in person in the county in which the individual resides. Upon proper registration, the applicant will be issued a new plate for the vehicle.
- (ii) Registration Renewal: The Bureau of Motor Vehicles routinely mails in advance a preprinted registration renewal notice form as a courtesy reminder to all persons shown in Bureau of Motor Vehicles' records as the registrant of a vehicle. The Bureau offers four convenient ways to renew your standard vehicle registration in addition to conducting the transaction at your local license branch. Reminder to motorists using one of the following methods of registration renewal: please allow at least 14 business days for mailing. Vehicles are not considered legally registered or renewed until a valid license plate or renewal sticker is affixed to the vehicle.

(A) Mail-In Renewal: Motorists should complete the requested information sections on the registration renewal notice and return the required paperwork to the BMV by the date specified on the renewal notice in the envelope provided. Renewal stickers will be mailed to the address listed on the renewal notice.

(B) Touch-Tone Renewal: Motorists can renew a standard vehicle registration 24 hours a day via telephone by calling 1-877-4-NEW-BMV. To use TTR, find the Plate Identification Number (PIN) and Social Security Number listed on your renewal notice and follow the step-by-step instructions given on the phone. Payment may be made using a MasterCard, Visa, Discover or debit card with the MasterCard or Visa logo. The BMV will mail your renewal sticker or license plate to the address listed on your renewal notice.

- (C) **Rapid Renewal System:** Motorists can process standard vehicle registrations in the convenience of their home or office, anytime of day, via the Internet by logging on to www.bmvexpress.org/rrs. To use RRS, find the PIN and Social Security Number listed on your renewal notice and follow the directions on the screen. Payment may be made using a MasterCard, Visa, Discover or debit card with the MasterCard or Visa logo. The BMV will mail your renewal sticker or license plate to the address listed on your renewal notice.
- (D) **Self-Service Terminals:** Motorists can renew standard vehicle registrations at one of several SSTs located throughout the state. SSTs work much like ATMs and print your renewal sticker immediately. To use a SST, bring your license plate number, Social Security number, insurance company name and policy number. No renewal notice is needed. Follow the easy, step-by-step directions on the screen. Most SSTs are available 24 hours a day and accept checks, MasterCard, Visa, Discover or debit card with the MasterCard or Visa logo.

b. Required Information:

- (i) **Insurance:** All registrants are required to provide the name of their current insurance company and their corresponding policy number.
- (ii) **Social Security Number or Federal Employer Identification Number:** For taxation and identification purposes, Indiana law requires an individual to provide his or her social security number when registering a vehicle. A company registering a vehicle must provide its federal employer identification number. Registration transactions will not be processed without a social security number or federal employer identification number.

c. After Registration: Immediately affix your new plate to the rear of your vehicle or affix the renewal sticker to your existing plate in the top right-hand corner of the plate. Sign your copy of the registration certificate and keep it in the vehicle at all times. It must be shown on demand to any law enforcement officer.

d. Motor Vehicle Excise Tax: In Indiana an excise tax is imposed on all passenger vehicles, motorcycles, trailers and trucks with a declared gross weight of 11,000 pounds or less. The tax is due and payable in full at the time of vehicle registration. Excise tax collected by the Bureau of Motor

Vehicles is distributed to the county in which the registrant resides and the funds are used by local communities to pay for essential services such as schools, fire and police services.

CHAPTER B

BUREAU OF MOTOR VEHICLES DRIVER IMPROVEMENT PROGRAM:

1. The Bureau of Motor Vehicles has a driver improvement program which presents a positive learning approach toward improving defensive driving techniques. The Bureau's defensive driving program includes a curriculum which provides for either a classroom option or a home study option.
2. When Required:
 - a. **By a Court:** A judge has the authority to order a driver who commits a traffic violation to attend a driver improvement course. A judge may decide to use this requirement as an alternative to license suspension.
 - b. **By the Bureau of Motor Vehicles:** Any person who, within a 12-month period is convicted of two (2) or more traffic offenses which result in convictions, will be required by the Bureau of Motor Vehicles to attend a BMV-approved driver improvement program. Failure to complete the course or pay the fee will result in invalidation of the individual's driving privileges.
3. Voluntary Programs:
 - a. **Standard Driver Improvement Course:** Any person may sign up for the standard driver improvement course. The program provides an excellent summary of defensive driving techniques and is a useful refresher course for drivers. As an incentive to those who have completed the course, a four point credit will appear on their Indiana driving record for a period of three (3) years.
4. **For More Information:** To sign up for a driver improvement course or to obtain information concerning the programs described here, contact the Bureau of Motor Vehicle's driver improvement department at (317)233-6000 (option #1).